

## **Minutes of the Finance Committee**

**Wednesday, March 2, 2005**

Chair Haukohl called the meeting to order at 10:00 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Bonnie Morris, Don Broesch, Genia Bruce, and Ken Herro. Joe Marchese arrived at 10:08 a.m. Jim Behrend arrived at 11:10 a.m. from Public Works Committee.

**Also Present:** Legislative Policy Advisor Mark Mader, Hazardous Materials Coordinator Leslie Williams, Senior Financial Analyst Andy Thelke, Federated Library Director Tom Hennen, Senior Buyer Cindy Greco, Senior Buyer Diane Knoll, Collections & Business Services Manager Sean Sander, and Employment Services Manager Sue Zastrow.

### **Approve Minutes of 2-16-05**

MOTION: Bruce moved, second by Broesch to approve the minutes of February 16, 2005. Haukohl asked that a correction be made. Motion carried 5-0 as corrected.

### **Contract Procurement Process for Environmental Consulting Services**

Williams said the contract was awarded to The Sigma Group, Professional Services, Inc., and STS Consultants, the three highest rated proposers. The total contract amount shall be on a per project basis as required within budgetary limits. The first year budgeted amount was \$33,000. A total of 15 vendors submitted RFP's for consideration.

MOTION: Bruce moved, second by Morris to approve the contract procurement process for environmental consulting services. Motion carried 5-0.

### **Chair's Executive Committee Report of 2-28-05**

Haukohl said the Executive Committee, at their last meeting, approved five ordinances for the Federated Library System, also on this agenda. They also learned that when the Cooperation Council last met they endorsed a library system study. The study, a county budget objective, will be conducted by the Council to look at all possible options for library governance. Grants and municipal subsidies will be sought to help pay for the study. Their next meeting is April 26.

Marchese arrived at 10:08 a.m.

Legislative Policy Advisor Dave Krahn gave an update on the State legislature. A meeting will be held at Goodwill in Waukesha on March 8 at 12:00 p.m. to discuss the State budget. The Executive Committee received approval to attend and Haukohl will entertain a motion later on in this meeting to approve attendance for the Finance Committee.

The committee approved the appointment of Leland H. Kreblin as Waukesha County Surveyor. Mr. Kreblin will replace Kurt Bauer who chose not to be re-appointed.

Haukohl said the Executive Committee approved resolution 159-R-015 entitled "Oppose AB/SB 15 which Mandates the Use of Ethanol in Automotive Gasoline in Wisconsin." This issue was discussed in length and Supervisor Paulson was the only member to vote against it. He felt we should be exploring all avenues and not be dependent on foreign oil.

**Ordinance 159-O-122: Endorse the Receipt and Expenditure of 2005 Gates Grant Funds to Provide Training to Library Staff**

Hennen discussed this ordinance as outlined which involves accepting a \$5,500 grant from the Bill and Melinda Gates Foundation. The funds will be used to train Federated Library System staff and member library staff on Microsoft software usage.

MOTION: Herro moved, second by Morris to approve ordinance 159-O-122. Motion carried 6-0.

**Ordinance 159-O-123: Endorse the Receipt and Expenditure of Federal Funds to Merge Two Shared Automation Systems**

Hennen said they've embarked on a multi-year project to get all member libraries into the shared automation system. So far, 14 of the 16 member libraries have agreed to join the system. The two that have not thus far are Menomonee Falls and New Berlin. This ordinance will allow the Federated Library System to accept an \$85,000 grant from the State Department of Public Instruction for the project entitled "Merging Two Shared Automation Systems." The funds will be used to assist member libraries in the transition costs for merging two different library automation systems.

MOTION: Bruce moved, second by Broesch to approve ordinance 159-O-123. Motion carried 6-0.

**Ordinance 159-O-124: Endorse the Receipt and Expenditure of Federal Funds – Elders and Caregivers using Services Everywhere Grant**

Hennen discussed this ordinance to accept a \$14,950 grant for a project entitled "Elders and Caregivers Using Services Everywhere." Haukohl noted that the funds will be used to improve library services to the aging and their caregivers. Hennen advised the funds will be used to purchase library materials (\$10,000), wheeled browsing carts (\$2,100), and for outreach and promotional services (\$2,850).

MOTION: Broesch moved, second by Marchese to approve ordinance 159-O-124. Motion carried 6-0.

**Ordinance 159-O-125: Modify the 2005 Federated Library Budget to Increase Library and Technology Act Grant Expenses and Revenues to Provide Wireless Internet Hotspots at Member Libraries**

Haukohl noted that \$18,600 of this grant had been anticipated and budgeted for 2005 although the County received \$21,500, a difference of \$2,900. Hennen said this block grant, from the State Department of Public Instruction, is for a project entitled "Creating Wireless Hotspots." The funds will be used to put wireless broadcast units in member libraries.

MOTION: Morris moved, second by Bruce to approve ordinance 159-O-125. Motion carried 6-0.

**Ordinance 159-O-126: Approve Contract with Waukesha Public Library (WPL) to Provide Automation Consulting Services to the WPL Café Computer Consortium**

Hennen said the Waukesha County Federated Library System (WCFLS) and the Waukesha Public Library (WPL) Board on behalf of the Computer Access For Everyone (CAFÉ) computer consortium have agreed on the need for automation consulting services that WCFLS can provide to CAFÉ. The 2005 WCFLS budget includes a 1.0 FTE position funded through state library

aids to work with member libraries including the WPL/CAFÉ computer consortium. The contract dedicates 20 hour per week of that position to maintain and develop library automation systems. The position will remain a full-time employee of the County. The WPL Board agrees to compensate WCFLS in the amount of \$17,500 for 2005 for use of the Automation Coordinator's time. In subsequent years, 50% of the position's costs, which is estimated to be \$45,000 in 2006, is expected at the time of 2006 contract renewal.

MOTION: Marchese moved, second by Herro to approve ordinance 159-O-126. Motion carried 6-0.

### **Contract Procurement Process for Geographic Addressing Support Services**

Dittmar was not available to appear on this issue although scheduled. Due to questions by some committee members, the Purchasing Division was contacted. Greco and Knoll appeared and satisfactorily answered each of the questions.

The contract was awarded to Schmitz Geodata Consulting, LLC, the highest rated proposer, for a total contract cost of \$80,000. The budgeted amount was also \$80,000. Services will be used on an as needed basis. A total of four vendors submitted RFP's for consideration.

MOTION: Broesch moved, second by Bruce to approve the contract procurement process for geographic addressing support services. Motion carried 6-0.

### **Schedule Next Meeting Dates**

March 16<sup>th</sup>.

### **Announcements**

Marchese said he's done some research on the water situation that's affecting us all. He feels there is a cover-up and he said clean water is being taken out of lakes and used for various projects. Haukohl encouraged Marchese to attend a breakout session on this issue at the fall conference. She noted that the Park & Planning Commission is also looking at this issue.

Morris said she is meeting with Town of Summit Board Member Elaine Kraut on Friday at 8:00 a.m. on the Aurora issue. If anyone else was interested in attending they were welcome, keeping in mind that no quorums develop.

### **Meeting Approvals**

MOTION: Bruce moved, second by Morris to approve attendance for any committee members wanting to attend the state budget discussion on March 8 at 12:00 p.m. at Goodwill in Waukesha. Motion carried 6-0.

### **Future Agenda Items**

Review County Costs for Indigent Defense (Herro)

### **4<sup>th</sup> Quarter Report on Collections**

Sander distributed revised copies of his report entitled "Collections Division Delinquent Collection / Referral Analysis: 2004 Year-End Report." Total 12-month collections increased 4.7% from 2003 and 18.3% from 2002. Total collections in 2004 were \$2,504,823. Total 2004 collections to be retained by the County were \$1,798,730.

Behrend arrived at 11:10 a.m.

Tax intercept collections totaled \$817,872 in 2004 versus \$822,807 in 2003. A total of 3,435 tax intercept payments were received on accounts in 2004 (3,324 in 2003). New revenue sources identified and / or implemented by Collections generated \$1,067,359 of additional revenues for the County in 2004. Inmate telephone recovery collections were initiated for the Sheriff's Department in 2004.

Haukohl referred to a newly proposed bill on the state level. AB 130 would allow the county to retain 40% (currently 10%) of most fines and forfeitures that are not collected within 120 days of being imposed if the county employs collection staff who work for more than one county. Sander said they view the bill as a potential opportunity and they support it. The Clerk of Courts Office, however, has reservations.

Sander referred to the capital project to replace the current collections and the tax cashing systems. He advised they will need an interim system for two years, at best, because the Treasurer's current system will not work with the new system. This was not anticipated. RFP's for an interim system have not yet been developed. Haukohl asked that he contact County Board staff to have this agenda item when an update is available.

#### **Annual Report on Employee Performance Evaluations and Awards**

Zastrow gave history on this issue and she discussed her report entitled "Performance Awards Based on 2001, 2002, 2003, and 2004 Performance." The total possible cost if everyone received maximum base and non-base awards in 2004 would have been \$863,495. The total budgeted amount for base and non-base awards in 2004 was \$559,580. The total actual cost for base and non-base awards was \$509,131. The total number of eligible employees in 2004 was 320. This compares to 2003 figures of \$842,201, \$494,450, \$469,102, and 313, respectively.

#### **Review Correspondence**

Haukohl advised of an e-mail from Budget Specialist Linda Witkowski who addressed questions raised by the committee when it reviewed the year-end status report on capital projects in February. She also referred to an explanation on the recent carryover ordinance with regards to restorative justice training and why there were delays. And lastly, Tom Hennen's answers to questions raised by member libraries regarding the shared automation system. They will apply for another grant in 2006 for Menomonee Falls and perhaps again for New Berlin in 2007 to get them on board.

MOTION: Broesch moved, second by Bruce to adjourn at 12:04 p.m. Motion carried 7-0.

Recorded by Mary Pedersen, Legislative Associate, County Board Office.

Respectfully submitted,

Bonnie J. Morris  
Secretary